CHAPTER 1

GENERAL INFORMATION

A. AUTHORITY

DoD Directive 4000.25 (reference (a)) prescribes the publication and use of this manual.

B. PURPOSE

1. This manual provides policies and prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of information for all materiel in the supply control/distribution systems and financial management of the DoD and other participating Agencies, unless specifically exempted by the Assistant Secretary of Defense (Production and Logistic s)(ASD(P&L)).

2. The forms, formats, and codes prescribed herein are adaptable to high-speed communication and automatic data processing. They were developed on the basis of the Service s' /Agencies' requirement for standard transaction reporting and accounting procedures used in item accounting and financial inventory of Department of Defense materiel . The prescribed codes are mandatory for inter- and intra-Serv ice/Agency use when data is interchanged among elements of a distribution system.

3* The requirements of other logistics functional areas (exclusive of the specific codes and procedures for accomplishment) related to MI LSTRAP have been considered and are included to provide pro-. cedural clarity and/or to describe procedural interface with other. DoD logistics standard systems. Certain techniques for deriving financial billing data are provided within the purview of this manual. Financial billing procedures are prescribed in appropriate DoD instructions.

CO APPLICABILITY

1. This manual applies to the Office of the Secreta ry of Defense, Unified and Specified Commands, the Organization of the Joint Chiefs of Staff, the Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Nuclear Agency, Defense Logistics Agency, and, in part (chapter 11 and appendix B6), to the General Services Administration.

a. The U.S. Coast Guard, as established by Title 14 of the United States Code, " . ..shall be a Military Service and a branch of the armed forces of the United States at all times. " While the Coast

Guard is an element of the Department of Transportation, it functions as a specialized Service in the Navy during times of war.

   b.   As a Military Service, the Coast Guard relationship, with regard to MI LSTRAP will be the same as the DoD Military Services.

D.   EXCLUSIONS

   These procedures are not applicable to the following:

   1.   Supply transactions below the ICP, SCA, SA levelinthe dis- tribution system; i.e. , transactions at post, camp, station, base (or equivalent) level with the exception of transaction and asset status reporting provided for in chapter 8, section C., or between post, camp, station, base (or equivalent) and using organizations, unless a Service or Agency identifies applicability of these procedures to a requirement at this level within the Service or Agency.   Materiel receipt acknowledgment transactions at the retail level, as provided for in chapter 4, section N., are also required between Military Service activities and Agencies below the wholesale distribution system and are therefore not excluded.   MI LSTRAP further excludes:

      a.   Perishable subsistence items and brand name resale sub- sistence items.

      b.   Bulk petroleum and packaged fuel products.

      c.   Forms and publications.

      d.   Industrial plant equipment.

      e.   COMSEC and SIGINT equipment, COMSEC aids (keying mate- riel), and those spare and repair parts which are classified as CRYPTO items or which are normally obtained through CRYPTO channels.

      f.   Aircraft and missile propulsion units.

      g.   Nuclear ordnance items designated by DNA for item serial number control .

      h.   Coal and coke.

   2.   Financial transactions generated independently of inventory control record maintenance.   The financial accounting aspects of this manual pertain only to that financial data produced as a by-product of receipt, issue, and adjustment processing.

E.   POLICY

   1.   This manual shall be disseminated, as required, to the using levels of DoD Components.   Supplemental instructions issued by DoD

Components **are** authorized when additional detailed instructions are **requi**red.

2. These procedures shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of **inter-DoD** Component procedures before separate development and implementation of **intra-DoD** Component procedures.

a. New or redesigned **intra-DoD** Component systems or procedures which conflict with this manual will not be developed or used unless a waiver is approved.

b. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

c. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

3. Recommended changes to these procedures will be forwarded through the Service/Agency MILSTRAP Focal Point, listed in section J., to the DoD **MILSTRAP** System Administrator for review and coordination with all Services/Agencies. With the exception of urgent changes which will be implemented on a priority basis, approved changes will be consolidated and scheduled for implementation semiannually to avoid continuous disruption of systems at operating levels. Implementation dates for approved changes will be as coordinated with Services/Agencies or as directed by the **ASD(P&L).**

F. <u>RESPONSIBILITIES</u>

1. The <u>DoD MILSTRAP System Administrator</u> is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the **ASD(P&L).** The system administrator shall:

a. Perform analysis and design functions, in coordination with the Services/Agencies, to implement guidance and instructions provided by the **ASD(P&L)** and to ensure the involvement of telecommunications planning in an integrated **system** design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. **Deve**lop, publish, and maintain this manual in a current status **consistent** with DoD 5025.1-M (reference (e)). This includes the responsibility to:

(1) Evaluate and coordinate proposed changes with the

Services/Agencies, foreign governments, and industrial organizations and furnish a copy of all change proposals to the AS D(P&L).

(2) Resolve issues concerning procedural matters within 90 calendar days after receipt of all comments from the Services/ Agencies. Issues affecting resources or policy shall be referred, together with comments of the Services/Agencies ,and a recommendation of the system administrator, to the AS D(P&L) for decision.

(3) Disseminate to the AS D(P&L) and to the Services/ Agencies a quarterly status review of all change proposals which have not yet been approved for publication, or, that if approved, have not been implemented. (RCS DD-P&L(Q&SA) 1419 applies.)

(4) Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLSSO system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the Services/Agencies.

d. Ensure uniform implementation of MI LSTRAP, consistent with DoDD 4000.25 (reference (a)), by taking action to:

(1) Review all supplemental procedures issued by Services/Agencies to ensure continuing conformance of revisions to MI LSTRAP.

(2) Review implementation plans and implementation dates of Services/Agencies and make recommendations for improvements.

(3) Conduct periodic evaluations to determine the effectiveness of the system.

(4) Conduct staff assistance visits to Service/Agency activities to review selected system segments in order to determine compliance with prescribed MI LSTRAP requirements and to furnish clarification to ensure uniform interpretation of MI LSTRAP requirements. At the beginning of each calendar year, develop and submit a coordinated Service/Agency staff assistance visit program for the coming fiscal year to the AS D(P&L). The staff assistance visit program will reflect a tentative schedule of activities to be visited and general areas of concentration.

(5) Report to the ASD(P&L) the findings and recommendations of evaluations and staff assistance visits, along with comments of the Services/Agencies concerned.

(6) Secure semiannually from the Services/Agencies status information concerning implementation of approved system revisions. (RCS DD-P&L(Q&SA)1419 applies.)

e. Chair a focal point committee composed of representatives from each of the participating Services/Agencies. Convene a **focal** point committee meeting at least quarterly and issue fully documented minutes of these proceedings to each participating Service/Agency representative. To the maximum extent practicable, announce the meeting, together with the agenda items, 30 calendar days in advance of the scheduled meeting date. ,

f. Review and evaluate curricula of DoD and other participating organization training schools offering courses related to MILSTRAP and make recommendations for improvements.

g. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Unresolved problems and continued violations shall be referred to the **ASD(P&L)** for resolution or corrective action.

h. Review and coordinate with the Services/Agencies, affected foreign governments, and industrial organizations all requests for systems deviations and exemptions and make appropriate recommendations to the **ASD(P&L)** based on **factfinding** studies or analysis of accompanying justification.

2. <u>Heads of DoD Components and Other Participating Services/Agencies will:</u>

a. Designate an office of primary responsibility for MILSTRAP to serve as the system focal point. Identify by name to the system administrator a primary and alternate focal point representative for MILSTRAP **to:**

(1) Serve on the MILSTRAP Focal Point Committee.

(2) Provide the Service/Agency or participating organization position, and have the authority to make decisions regarding procedural aspects.

(3) Ensure continuous liaison with the system administrator and other Services/Agencies.

(4) Evaluate all suggested changes to **MILSTRAP** that originate within their organization. Beneficial suggestions shall be evaluated initially by the focal point. If a suggestion is received by the system administrator directly for evaluation, it shall be forwarded to the appropriate Service/Agency focal point for review and evaluation. If the suggestion is considered worthy of adoption, the focal point **shall** submit a change proposal to the system administrator, stipulating specific narrative changes to the publication. Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the system adminis-
trator with justification and expected benefits.

(6) Develop and submit to the system administrator a
single, coordinated Service/Agency position on all change proposals
within the time limit specified (normally 60 calendar days) by the
system administrator.

(7) Participate in system staff assistance visits in
coordination with the system administrator.

b. Provide the system administrator with a semiannual status
report concerning implementation of approved MI LSTRAP changes. RCS
DD-P&L(Q&SA) 1419 applies for this requirement. Report information as
of 1 May and 1 November of each year for each approved change begin-
ning with the first report following publication of the approved
change letter and ending with the report in which the approved change
is identified as fully implemented. In the final report, provide the
Service/Agency implementing publication and change numbers/system
identification/subsystem identification, as applicable. Attach a
copy of the publication change if the DLSSO is not on automatic
distribution for the publication. Send reports to DLSSO, ATTN:
DLSSO-BT, by 30 May and 30 November of each year.

c. Accomplish internal training to assure timely and ef-
fective implementation and continued operation of MI LSTRAP. In
addition furnish copies of initial training instructions concern-
ing MI LSTRAP to the system administrator.

d. Review, evaluate, and update, at least annually, curri-
cula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and
development efforts and evaluations of MI LSTRAP in coordination
with the system administrator.

f. Review internal procedures continually to eliminate and
prevent duplication of records, reports, and administrative functions
related to information provided by MI LSTRAP.

g. Provide the DLA Administrative Support Center, Publica-
tions Division, ATTN: DASC-PP, Cameron Station, Alexandria, VA
22304-6130, with an open rider requisition using SF 1, Printing and
Binding Requisition, and bulk distribution lists to cover all printed
changes to MI LSTRAP.

h. Ensure that operating activities that support a MI LSTRAP
function comply with these procedures.

i. Furnish to the system administrator copies of supple-
mental and internal procedures, and changes thereto, related to
operation of MI LSTRAP.

    j. Report to the system administrator problems, violations, and deviations that arise during system operations.

G.   <u>DISTRIBUTION OF THE **MANUAL**</u>

    1. The DLA Administrative Support Center, Publications Division **(DASC-PD),** will make distribution of this publication to designated points within each Service/Agency based upon open rider requisitions provided by the Service/Agency. Further distribution is accomplished within each Service/Agency based upon approved distribution data generated through command publication channels.

    2. The Service/Agency focal points identified in section J. have been designated as the single point to which Service/Agency activities will submit requests for copies of the basic publication, and changes thereto.

H.   <u>NUMBERING SYSTEM</u>

    1. In addition to the front matter--Foreword, Table of Contents, **Acronyms,** Abbreviations, etc., --the publication is organized into chapters and appendices.

    2. Each chapter is divided into sections and paragraphs. Chapters are indicated by numbers. Sections are indicated by upper case letters and paragraphs by numbers. Subparagraphs are indicated **by** lower case letters, numbers in parentheses, and lower case letters in parentheses, in that order, as follows:

                         A   **3**   **a**   **(1)**   **(a)**

Section _____|

Paragraph _____|

Subparagraphs _____|
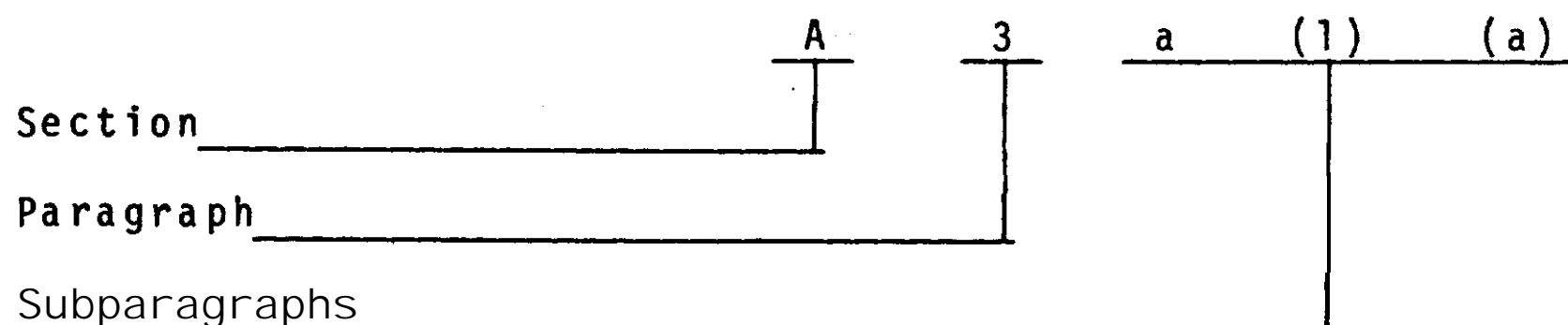
    3. Appendices are identified by alphabetic and numerics to indicate an alphabetic grouping (e.g., Al, A2, Bl, B2).

    4. Pages are numbered in **sequence** for each separate chapter and appendix using Arabic numerals beginning with 1. Each page number is preceded by the chapter or appendix designation; e.g., the second page of chapter 3 is numbered 3-2 while the second page of appendix **Bl** is numbered' **B1-2.** When an index page precedes an appendix, it contains the alphabetic letter of the appendix (A, B, or C) and a small Roman numeral; e.g., the index page to appendix B is numbered B-i. If introductory pages are included in an appendix they are identified by the alphabetic letter of the **appendix** (A, B, or C) and" the page 'number; e.g., **A-1,** etc.

I. <u>SYSTEM MAINTENANCE</u>

1. <u>Revisions to MILSTRAP</u> result from release or revision of DoD instructions, directives, policy changes, and recommendations of the system administrator and the Services/Agencies.

2. <u>Submitting Proposed Changes</u>. The Service/Agency focal points, authorized in section **J.**, and the heads of DoD logistics task groups, will forward proposed **MILSTRAP** changes to the Defense Logistics Standard Systems Office, ATTN: **DLSSO-BT,** for required processing. As a minimum, include the following information in all proposed changes:

   a. <u>Concept and Rationale</u>. A narrative description of the basic concept being proposed and reasons therefor.

   b. <u>Interface and Impact</u>. A statement of known interface and impact requirements which identifies changes requiring coordination with other DoD logistics systems.

   c. <u>Advantages and Disadvantages</u>. Operational statements which identify known advantages/disadvantages which would result from the proposed change.

   d. <u>Proposed Change</u>. Proposed wording for **MILSTRAP** and any other affected DoD publications.

3. <u>System Administrator Evaluation of Proposed Changes</u>

   a. The system administrator will review all proposed changes to determine their completeness (see previous paragraph 1.2.) and will return proposed changes which are not complete to the submitter.

   b. The system administrator will evaluate all proposed changes prior to formal staffing with the 'Services/Agencies. The evaluation of the proposed revision will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change.

   c. The system administrator will return to the submitting focal **point** any requested change which does not demonstrate significant inter-Service and/or inter-Agency benefit. When requested changes do demonstrate significant benefit, the system administrator will formalize the request as a proposed **MILSTRAP** change letter and staff it with the participating Services/Agencies and with the administrators of other DoD logistics systems which are impacted by the proposed change.

4. <u>Processing Formal Proposed MI LSTRAP Change Letters</u>

    a.   Formal **PMCLs** will be consecutively numbered and will normally request the Services/Agencies to respond within 60 calendar days.

    b.   Service/Agency focal points **will** provide a single coordinated position on all **PMCLs.**

    c.   If responses are not received within the specified time-frame, the system administrator will follow up with the delinquent Service/Agency. The first followup will" be via letter and will occur 7 calendar days after the lapse of the specified response time. The second followup, if applicable, will be accomplished either by a second letter or by a meeting between the delinquent Service/Agency and the system administrator. The second followup will occur 30 calendar days after the elapse of the specified response time. When a Service/Agency fails to respond within 45 calendar days of the specified response time, the system administrator will refer the matter to the AS **D(P&L).**

5.   <u>Review and Evaluation of Responses</u>. The system administrator will review and evaluate Service/Agency responses as follows:

    a.   When necessary, schedule **PMCLs** not receiving complete Service/Agency concurrence for discussion and resolution at a meeting of the Service/Agency focal point representatives.

    b.   Resolve issues which involve procedural matters normally within 90 calendar days after the receipt of all comments from the participating Services/Agencies.

    c.   Refer unresolved matters affecting policy, together with the Service/Agency comments and a recommendation of the system administrator, to the AS **D(P&L)** for resolution.

6. <u>Establishment of Implementation Dates</u>

    a. Following resolution of Service/Agency comments on the PM CL, **the system** administrator will prepare and disseminate to the Service/Agency focal points a letter requesting the Service/Agency preferred cyclic (May 1 or November 1) implementation date. RFID letters will normally request that Service/Agency implementation dates be provided within 60 calendar days.

    b.   When one Service/Agency provides an extended implementation date which would delay implementation by the other Services/Agencies by 12 months or more, the system administrator will attempt to resolve the issue with the appropriate Service/Agency. When a satisfactory implementation date cannot be jointly agreed upon, the system administrator will forward the matter to the AS **D(P&L)** for resolution.

7. <u>Announcement of Implementation Dates</u>

a. After receiving and evaluating Service/Agency preferred cyclic implementation dates, the system administrator will select and announce a DoD cyclic implementation date through dissemination of a consecutively numbered AMCL. When practicable, the system administrator will distribute **AMCLs** to the Services/Agencies at least 9 months prior to the approved implementation date. Each AMCL will contain a cross-reference to all preceding **AMCLs** which have not been implemented.

b. AMCLS are planning documents provided to assist the Services/Agencies in the system/program design efforts which may be necessary to implement the change. To prevent degradation of this publication, AMCLS must be maintained separately.

c. The system administrator will incorporate each AMCL for **MILSTRAP** into an interim and/or formal change to this publication immediately preceding the implementation date for the AMCL.

8. <u>Preparation and Distribution of Interim and Formal Changes</u>

a. <u>Interim Changes</u>. When it is necessary to disseminate modifications to this publication more expeditiously than cyclic implementation dates permit, the system administrator will distribute interim changes. Interim changes will be numbered consecutively and will indicate the current year. For example, interim changes for 1987 will be numbered 87-1, 87-2, 87-3, etc. The changes will be issued as full page insertions to this publication and the change number will be indicated on each revised page. Paragraphs that are modified or added will **be** identified by an asterisk (*) in the margin. To prevent degradation of this publication, interim changes must not be posted until their effective date.

b. <u>Formal Changes</u>. The system administrator will publish formal changes twice a year, normally 30 calendar days prior to the effective (cyclic implementation) dates of May 1 and November 1. Formal changes will incorporate, and identify therein, all AMCLS having the same cyclic implementation date and all previously implemented interim changes. Formal changes **will** be numbered in sequence (CH 1, CH 2, etc.). The changes will be issued as full page insertions to this publication and the change number will be indicated on each revised page. Any explanatory information which is necessary to supplement page changes will be contained in the cover letter. Paragraphs that are modified or added will **be** identified by an asterisk (*) in the margin. To prevent degradation of this publication, formal **changes** must not be posted until their effective date.

J. FOCAL POINTS

The following offices have been designated as focal points for MILSTRAP:

DoD MILSTRAP System Administrator   Defense Logistics Standard
     Systems Office
ATTN : **DLSSO-BT**
Cameron Station
Alexandria, VA 22304-6100

Army   Commander
U.S. Army Materiel Command
ATTN: **AMCSM-PDA**
5001 Eisenhower Avenue
Alexandria, VA **22333-0001**

Navy   Commander
Naval Supply Systems Command
Department of the Navy
ATTN: SUP 0323
Washington, DC 20376-5000

Air Force   Commander
Air Force Logistics Command
ATTN: AFLC/MMLSC
Wright-Patterson AFB, OH
45433-5001

Marine Corps   Commandant
U.S. Marine Corps
ATTN : **LLS-4**
Washington, DC 20380-0001

Defense Nuclear Agency   Commander
Field Command
Defense Nuclear Agency
ATTN : FCLM
Kirtland AFB, NM 87115-5000

Defense Logistics Agency   Director
Defense Logistics Agency
ATTN : **DLA-OSC**
Cameron Station
Alexandria, VA 22304-6100

General Services Administration   Commissioner
General Services
Administration,
Federal Supply Service
ATTN: FCI
Washington, DC **20406**

K.   <u>COMMUNICATIONS</u>

1. <u>General</u>.   The DAAS, which is tied into AUTODIN, provides a routing, editing, and mailing service for the DoD.   Procedures governing use of the AUTODIN and the DAAS are prescribed by JANAP 128(1) (reference (f)) and DoD 4000.25-10-M (reference (g)) respectively.   The DAAS is designed for transmission and receipt of computer-readable logistic documents by electronic means using AUTODIN data pattern terminals or AUTODIN teletype mode-five terminals.

a. **MILSTRAP** is designed for use of electronically transmitted computer-readable transactions. All DoD activities having the capability to send computer-readable transactions, and **non-DoD** activities by agreement, will use the AUTODIN and DAAS in the **MILSTRAP** process.   Activities lacking an ability to prepare **computer-**readable transactions and/or send them electronically, will arrange for preparation and/or AUTODIN transmission of such transactions by the nearest facility having such capability; transactions may be **mailed** only when such arrangements are not feasible.

b.   Activities using mode-five terminals must make arrangements with the DAAS for transmission and receipt of two **line** messages.

c.   Whenever it is necessary to send classified data relating to **MILSTRAP** documentation by any means of communication, establish controls which are commensurate with the security classification of the data being sent.   Data pattern classified messages will be addressed directly to the intended recipient and not routed to or through the DAAS.   Prepare such messages in accordance with JANAP 128(1) (reference (f)).

d. DAAS routing procedures for specific **MILSTRAP** transactions are provided in chapter 9.

2.   <u>Electronic Communications</u>

a.   **The DCS A**UTODIN is a worldwide DoD computerized general purpose **communications** system which provides for transmission of narrative and data pattern (computer-readable) traffic.

b.   The **CIC** in communications message headers, as prescribed by JANAP 128(1) (reference (f)), identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received based on the local command policies and procedures.   For **MILSTRAP** traffic, the second position of the **CIC** should always be an alpha A or B, except when an alphabetic H is required by chapter 14.   Establish appropriate local rules for communications terminal routing and handling of **MILSTRAP** transactions received to ensure that the transactions reach the appropriate functional elements for processing.

c. **MILSTRAP** participants should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communications terminal which provides communications services.

3. <u>Selection of Communications Media</u>. MILSTRAP is designed to permit transmission and **receipt** of transactions **by** electronic **communications**, mail, telephone, and courier. To" assure fast and correct processing, use the following media in their listed order of preference:

a. <u>Data Pattern Message</u>. A computer-readable, fixed-length format **sent** electronically via the DAAS. This method is the most desirable, fastest, and surest and it provides for receipt of transactions in a format suitable for automated processing.

b. <u>Formatted Teletype Message</u>. A message sent electronically by mod e-five **teletype** terminals via the DA AS. This method allows-the sender to **send MILSTRAP** transactions in prescribed formats by teletype which will be received by the addressee in computer-readable format suitable for automated processing. This method has a limitation of 69 characters per data line (i.e., record positions 1-69) **unless** the teletype terminal has been modified to accommodate up to 80 characters.

c. <u>Air or Regular Mail or Courier</u>. Use these methods only when there is no **capability** to send data **pattern messages** or formatted teletype messages **via** the DA AS. When keypunch **facilities** exist, or can be arranged, prepare mailed transactions in interpreted punchcard format. Mark "MILSTRAP" in large letters on the mailing envelope or container.

d. <u>Narrative Message</u>. Narrative electronically transmitted messages are a less **desirable** method due to inherent delay and **potential** for error in transcribing into machine-readable format for-processing. Narrative messages may be used to send MILSTRAP transactions electronically in prescribed formats only when <u>all</u> of the following conditions apply:

(1) There is no capability to send data pattern messages via the DA AS.

(2) Formatted teletype message is impractical due to record position restrictions (see preceding subparagraph 3. b.).

(3) Degree of urgency precludes transmission via mail or courier of mechanically prepared and interpreted transactions.

e. **Telephone.** The telephone is not a desirable medium due to potential **for error** in transcribing into machine-readable format for processing. Use the telephone to send MILSTRAP transactions

only when all the other means of communication are temporarily not available and the degree of urgency requires immediate transmission. Do not confirm telephone transactions by submitting the transactions by other media.

    4.   <u>Communications Precedence</u>

        a. Assign an appropriate communications precedence to all **electronic** transmissions in accordance with the **JANAP** 128(1), (reference (f)).

           (1) Communications precedence applies to data pattern messages, formatted teletype messages, and narrative messages. It applies to speed of transmission and handling in the communications system.

           (2) The assignment of precedence is the responsibility of the message originator as determined by the subject matter and time factors involved.

        b.   The communications precedence for all MILSTRAP trans-actions is routine. The communications precedence for initial emergency reports of packaging discrepancies involving damaged mate-riel that poses a hazard is priority.

    5.   <u>Violations</u>. Report violations of the intent of the require-ments prescribed in this section to the system administrator for corrective action.